

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. Office of Personnel**

District Personnel Manual Issuance System

This bulletin should be filed behind the divider for Part III of DPM Chapter(s) 26A
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DPM Bulletin No. 26A-73

SUBJECT: Voluntary Early Retirement (Early Out)

Date: March 23, 2006

1. Introduction

On March 10, 2006, the U.S. Office of Personnel Management (OPM) approved the use of voluntary early retirement authority ("early out") within the District government. This authority applies to all eligible employees covered by the Civil Service Retirement System (CSRS) who have been continuously employed by the District government since at least **September 28, 2005**.

Eligible District government employees, except those occupying positions listed as exclusions in Attachment 1 of this bulletin, may voluntarily apply for early retirement during the authorized period from **March 10, 2006 through September 30, 2006**.

District government agencies may exclude or limit positions from this early retirement authority. However, each agency under the personnel authority of the Mayor must notify the Director, D.C. Office of Personnel (DCOP), and employees of the agency, of any such exclusions or limitations.

2. Determining Retirement Eligibility

- a. To be eligible for voluntary early retirement under the CSRS, an employee must meet one of the following minimum age and service requirements:
 - (1) 50 years of age and 20 years of creditable service; or
 - (2) any age and 25 years of creditable service.
- b. Additionally, if the retiring employee is under age 55, the basic life annuity rate is reduced by one-sixth of one percent for each full month (two percent a year), if any, he or she is under age 55. The annuity rate so determined will not be increased when the annuitant reaches age 55.
- c. The employee must have attained the age requirement for retirement eligibility on his or her last birthday prior to the effective date of retirement. If an employee indicates that his or her birth date as recorded in the Official Personnel Folder (OPF) or on the most recent Personnel Action Form SF-50 (or equivalent form) is incorrect, he or she must provide the personnel office with a copy of the birth certificate showing the correct birth date.

3. General Provisions

The personnel action form used to separate employees who are retiring under this authority should use the following (or equivalent) personnel action and nature of action codes:

Note: DPM Bulletins that are strictly procedural in nature have direct applicability only to agencies and employees under the personnel authority of the Mayor. Other personnel authorities or independent agencies may adopt any or all of these procedures or guidance materials for agencies and employees under their respective jurisdictions. [See DPM Chapter 2, Part II, Subpart I, § 1.3.]

Inquiries: DCOP, Benefits Administration, (202) 442-9655

Distribution: Heads of Departments and Agencies, HR Advisors and DPM Subscribers

Bulletin Expires: September 30, 2006

<u>Block</u>	<u>Code</u>
5-B	303; Retirement - Special Option
5-D or Remarks	RET 5 U.S.C. § 8336 (d)(2) and § 831.114 of Title 5, Code of Federal Regulations (CFR); OPM Auth 2006-016

Affected employees should contact their personnel office to receive retirement counseling. As in other retirement situations, eligible employees must have participated in the federal employees health benefits (FEHB) program and the federal life insurance (FGLI) program for the five (5) years of service immediately before retirement in order to continue coverage under those programs in retirement.

For each voluntary early retirement, the individual retirement record (Standard Form 2806) must show the appropriate CSRS authority. The following statement must appear on the last line of the service history portion of the form: "RET 5 U.S.C. § 8336 (d)(2), or § 8414 (b)(1)(B); OPM Authority Number 2006-016."

4. Report to OPM

The District government is required to furnish a report on the use of this authority that provides the number of retirements, the average age of all retirees, the number of employees separated, and the number of employees (by category) who left by attrition of all types (*i.e.*, by resignation, other retirements, *etc.*).

The Employee Services & Benefits Manager, DCOP, will compile this information for activity in agencies subordinate to the Mayor and from other participating personnel authorities for inclusion in the report to the OPM. If no eligible employees choose to retire voluntarily under this authority, we must report this fact as well as the number of employees separated.

Attachment 2 contains the form to be used for the separation reports to record all separations that occur between March 10, 2006 and September 30, 2006. **These reports are to be prepared by each participating personnel authority within five (5) days following the end of each pay period** and forwarded to the:

D.C. Office of Personnel
Benefits Administration
441 4th Street, N.W., Suite 340N
Washington, D.C. 20001
Attention: Sylvia V. Pulley, Chief, Benefits

Lisa R. Marin, SPHR
Director of Personnel

- Attachments:**
- 1. Exclusions and Limitations on Voluntary Early Retirement**
 - 2. Report Form – Voluntary Early Retirement Authority No. 2006-016**

EXCLUSIONS AND LIMITATIONS ON VOLUNTARY EARLY RETIREMENT

Part 1

The following exclusions apply to all agencies under the personnel authority of the Mayor. Employees in these positions are not eligible to participate in the Voluntary Early Retirement Program.

The exclusions listed below do not apply to the following:

1. All employees in the **Department of Corrections**, who may participate in the Voluntary Early Retirement Program, including those in positions subject to law enforcement retirement, who may also participate by converting their law enforcement time to non-law enforcement time. Voluntary early retirement could then be processed under the non-law enforcement provisions of the Civil Service Retirement System (CSRS); or
2. Employees in the **Department of Consumer and Regulatory Affairs** and the **Office of the Chief Financial Officer** occupying Technology positions in series 334 and 2210 (all grades/levels); employees in the **Office of the Attorney General** and the **Department of Parks and Recreation** occupying Technology positions in series 334, 335, and 2210 (all grades/levels); employees in the **Department of Public Works** occupying Technology positions in series 334 and 2210 (grades 12 thru 14 & 17); and employees in the **Department of Parks and Recreation** occupying Recreation/Creative Art Therapist positions in series 638 (grades/levels 5-12), who may participate in the Voluntary Early Retirement Program.

Series	Position Title	Grade/Level
007	Correctional Officer	05-12
185	Social Worker	09-12
334 and 2210	Technology Positions	All
335	Technology Positions	All
602	Medical Officer (Union)	01-05
602	Medical Officer (Non-Union)	11-17
603	Physician's Assistant	05-12
610	Registered Nurse (Non-Union)	05-12
610	Registered Nurse (Union)	01-06
620	Practical Nurse	05-06
625	Autopsy Assistant	06-08
631	Occupational Therapist	05-12
633	Physical Therapist	05-12
636	Rehabilitation Therapy Assistant	05-12
637	Manual Arts Therapist	05-12

Series	Position Title	Grade/Level
638	Recreation/Creative Arts Therapist	05-12
639	Educational Therapist	05-12
642	Nuclear Medicine Technician	05-12
644	Medical Technologist	05-12
645	Medical Technician	05-12
646	Pathology Technician	05-12
647	Diagnostic Radiologic Technologist	05-12
648	Therapeutic Radiologic Technologist	05-12
649	Medical Machine Technician	05-12
651	Respiratory Therapist	05-12
660	Pharmacist	09-13
661	Pharmacy Technician	05-12
667	Orthotist and Prosthetist	05-12
668	Podiatrist (Union)	01-05
668	Podiatrist (Non-Union)	11-17
680	Dental Officer (Union)	01-05
680	Dental Officer (Non-Union)	11-17
682	Dental Hygiene	05-12
688	Sanitarian	05-12

Part 2

The following are additional exclusions that apply only to the agencies indicated. Employees in these positions (as well as the positions indicated in Part 1) are not eligible to participate in the Voluntary Early Retirement Program.

Agency	Series	Position Title	Grade/Level
Office of the Chief Technology Officer	332	Computer Operator	5-10
Department of Consumer and Regulatory Affairs	809	Construction Inspector	10
	5313	Elevator Inspector	13
	2805	Electrical Inspector	13
	4206	Plumbing Inspector	13
	850	Electrical Engineer	12
	830	Mechanical Engineer	12
	810	Structural Engineer	12

Agency	Series	Position Title	Grade/Level
Fire and Emergency Medical Services Department	699	Emergency Medical Technician	All
	699	Emergency Medical Technician (Intermediate Paramedic)	All
	699	Emergency Medical Technician (Paramedic)	10 and below
Department of Health	185	Social Worker	12
	301	Environmental Specialist (Administrative)	9 and above
	301	Health Services Program Specialist	11/12
	301	Human Services Licensing Specialist	11/12
	601	Epidemiologist	All
	602	Medical Officer	All
	610	Nurses	All
	640	Counselors	7/8/9
	640	Supervisory Counselors	9/11
	660	Pharmacist	12 and above
	685	Public Health Analyst	12 and above
	688	Sanitarian	11/12
	819	Environmental Engineer	All
Department of Human Services	180	Psychologist	All
	105	Social Insurance Claims Specialist	All
	105	Supvy. Social Insurance Claims Specialist	All
	301	Quality Control Examiner	11/12
	665	Speech & Audiology Therapist	All
	1715	Vocational Rehabilitation Specialist	All
	1715	Supvy. Vocational Rehabilitation Specialist	All
Metropolitan Police Department	072	Fingerprint Specialist	7-13
	301	Firearms Identification Specialist	7-13
Department of Employment Services	935	Administrative Law Judge	12/13/14

**INFORMATION REGARDING USE OF VOLUNTARY EARLY RETIREMENT AUTHORITY
NO. 2006-016 GRANTED TO THE D.C. GOVERNMENT ON MARCH 10, 2006
TOTAL SEPARATIONS (for the pay period from _____, ____ to _____, 2006)**

Reporting Office: _____ **Contact Name and Phone:** _____ **Date:** _____

Name	Social Security No.	Agency	Pay Plan	Series	Grade	Age ¹	Reason for Separation ²	
							Code	Date

¹ Express in years, i.e., 51, 42 etc.

² All separations from the District government must be reported regardless of reason, i.e., resignation, regular, death, etc., between March 10, 2006 and September 30, 2006. The following codes are to be used to identify the type of separation on this form; 1) CSRS Regular Retirement; 2) CSRS Law Enforcement Retirement; 3) CSRS Disability Retirement; 4) Other retirement (Police and Fire, Teachers, Judges, TIAA-CREF, Defined Contribution Pension Plan); 5) Resignation; 6) End of Term or Temporary Appointment; 7) Death; 8) Involuntary Separation (including Reduction in Force); and 9) other (specify).

Please forward completed forms within five (5) days of the end of each pay period between March 10, 2006 and September 30, 2006, to: D.C. Office of Personnel, Benefits Administration, 441 4th Street, N.W., Suite 340N, Washington, D.C. 20001; Attention: Sylvia V. Pulley, Chief, Benefits.